

Professional Development for the Federal Women's Program



Project Title	Professional Development for the Federal Women's Program
Project Summary	Writing a resume. Preparing for a job interview. Networking. These are all critical skills for professional development, and U.S. Embassy Kabul's Federal Women's Program is looking for a resourceful, visually creative intern that can assist us in sharing these skills with a wide audience.
Country	Afghanistan

Project Description

The Kabul Federal Women's Program is comprised of staff from many U.S. Government agencies and local Afghan colleagues. The goal of the program is to create a workplace environment that is inclusive and supportive of all employees. Specifically, we are looking for an intern with experience in professional development activities to design remote opportunities primarily for local staff on topics such as interviewing skills, resume writing, creating a Linked In profile, and other professional development skills. Successful applicants will be interested in promoting the special concerns of women at overseas Embassies through support of the Federal Women's Program, to include the creation of a monthly newsletter that provides substantive information about issues decided mutually between the intern and the coordinator(s) of the Program.

Required Skills or Interests

Skill(s)

Cultural diplomacy

Graphic design

Writing

Additional Information

None

Language Requirements

None